

OPENING

small business opportunities



federal government contracting



U.S. Small Business Administration **SBA**

DOORS

U. S. Small Business Administration (SBA)

Created in 1953 by the Small Business Act

- SBA provides federal assistance programs for small business financing, counseling and training, government contracting, and internet resources at www.sba.gov
- SBA Syracuse District serves 34 counties of central and northern New York

www.sba.gov

Government Wide Small Business Contracting Goals

- **23%** For small businesses concerns in general (SBC)
- **5%** For Small Disadvantage Businesses (SDB)
- **5%** For Woman Owned Small Businesses (WOSB)
- **3%** For HUBZone businesses
- **3%** For Service-Disabled Veteran Owned Small Businesses (SDVOSB)

www.sba.gov

Register Your Business

- Federal Procurement Consolidation: <http://sam.gov>
 - Create small business profile in Dynamic Small Business Search (DSBS)



Existing capabilities, streamlined for efficiency.

Know the Federal Contract Certifications

■ Self-Certifications

Small Business – NAICS Codes

- www.sba.gov/size

Woman-owned Business (WOB)

Woman Owned Small Business (WOSB)

Minority owned

Small Disadvantaged Business (SDB)

Veteran-owned Business

Service-Disabled Veteran Owned Business

www.sba.gov

Formal Federal Certifications

- **Requires SBA Approval**
 - **8(a) Business Development** - Socially and economically disadvantaged firms enrolled in a 9-year business development program.
 - **HUBZone** - Small businesses located in areas identified as historically underutilized business zones, and with 35% of its employees living in HUBZones.

www.sba.gov

8(a) Business Development Eligibility

8(a):

- Must be 51% owned by a U.S. citizen that is socially and economically disadvantaged
 - Individuals presumed to be socially disadvantaged if a member of designated groups. Others must demonstrate by a preponderance of the evidence standard relating to personal experience, including education, employment and business history.
 - Economically disadvantaged individuals must have:
 - Net worth less than \$250,000 (excluding home and business equity)
 - Personal income less than \$250,000 over 3-year average
 - Total personal assets less than \$4.0 million

www.sba.gov

8(a) Business Development Eligibility

8(a):

- Must be a small business
- Must be controlled by the disadvantaged individual who is physically located in the U.S.
 - Disadvantaged owner must have highest position, be highest paid individual, and provide day-to-day full time management including ability to hire and fire.
 - All 8(a) participants are Small Disadvantaged Businesses (SDB). Note, all SDB firms are not 8(a).
- Must be in business for 2-years.
 - waiver is possible.
- Potential for success criteria
 - includes record of contract performance

www.sba.gov

8(a) Certification

8(a):

- Requires approval by SBA
 - Code of Federal Regulation (CFR) Title 13, Part 124
- Application starts in SBA website: www.sba.gov/8a
- Hard copy application and supporting documents, including financial statements, tax returns, organizational documents, etc. must be submitted to processing center in King of Prussia, PA.
- After approval, participant is serviced by local district office for 9 program years
- Annual review of 8(a) participants for program eligibility
- Submission of financial statements annually

www.sba.gov

8(a) Contracting

Approved 8(a) Firms eligible for business development assistance and federal contract assistance

- Eligibility for 8(a) Mentor Protégé program and/or training opportunities
- 8(a) participant self markets to agencies
- Agencies send offering letter for federal requirements to SBA district office for sole source or competitive award
 - Sole source up to \$4.0 million (\$6.5 mfg.)
- SBA issues acceptance letters for eligible 8(a) participant or competitive requirement
 - 8(a) participant negotiate sole source contract or compete for competitive

www.sba.gov

HUBZone Program

- Must be certified by SBA - no term limits
 - Full documentation application –13 CFR Part 126
- Owned and controlled at least 51% by U.S. citizen
- Principal office (majority of employees) must be in a HUBZone
 - excludes employees who perform a majority of work at job-site locations
- 35% of employees must live in a HUBZone
 - employee definition - Minimum of 40 hours per month, includes owner, temp and leased employees
- Recertification required every 3 years
- SBA may conduct program examination at any time
 - may include site visit

www.sba.gov

HUBZone Program

Syracuse District HUBZone areas:

- **A qualified census tract** – based on an IRS provision for low income housing in conjunction with HUD. HUD designates the qualified census tracts.
- **A qualified Indian reservation** – Indian Country as defined by BIA.
 - www.sba.gov/hubzone - mapping system available

www.sba.gov



HUBZone Program Contracting Process

- **Set-aside Awards** – competition restricted to HUBZone firms if contracting officer has reasonable expectation that 2 or more HUBZone firms will submit offers and award at fair market price.
- **Full/Open Competition** – HUBZone firm has a 10% price preference over a large business.
- **Sole Source Awards** – only 1 HUBZone firm available, price must be fair/reasonable, price of contract is less than \$6.5 million for manufacturing or \$4.0 million for all others.
- **Subcontracting Opportunities** – usually set at 3% annual goal. For most large contracts, a large business must create a subcontracting plan showing HUBZone firm activity.
 - Must be a qualified HUBZone firm at time of initial offer and at time of award

www.sba.gov

Veteran's Program

Service Disabled Veteran Owned Small Business

- Created by Veterans Benefit Act of 2003
- Applies to purchases over \$3,000
- Self Certified
 - VA determines Service Disability
 - 13 CFR Part 125
- No term limits
- Competitive and sole source program benefits
 - Acquisitions may be set aside for competition among SDVOSB if two or more firms can compete and award at fair market price
 - Sole source only when one SDVOSB can satisfy requirement
- Subcontracting goals

www.sba.gov

Veteran's Program- VA

www.vetbiz.gov

- VA website that hosts the Vender Information Pages (VIP) database for firms eligible for VA's Veteran-owned Small Business Program
 - VA verifies ownership and control of veteran-owned small businesses, including service disabled
 - Application for VetBiz VIP verification starts in website
 - Veteran-owned small business (VOSB) must be 51% or more owned by veterans
- ☐ 2009 - VA issued final rule for contracting with VOSB and SDVOSB
- ❖ Set aside procurements and sole source benefits

www.sba.gov

Women-Owned Small Business (WOSB)

- Firms 51% or more owned and controlled by 1 or more women and/or who are economically disadvantaged (EDWOSB).
- Identified 83 industries (4 digit NAICS code). WOSBs are under represented (45) or EDWOSB substantially underrepresented (38). All EDWOSB are WOSB.
- Contracts may be set aside for WOSB/EDWOSBs only to compete in identified industries.
- Business may self certify or be certified by a SBA approved third party entity.
 - Update certification in SAM
 - Documents must be uploaded to SBA Repository
 - 13 CFR Part 127

www.sba.gov

Women-Owned Small Business (WOSB)

www.sba.gov/wosb

- The Final Rule & History
- FAQs
- List of 4 approved certifiers
- NAICS codes for the program
- Repository
- Compliance Guide for Small Entities
 - List of required documents for the repository

www.sba.gov

Small Business Set Asides

- Contracting officer may reserve an acquisition exclusively for small businesses.
- Generally \$3,000 to \$150,000 is automatically reserved.
- Contracting officers are supposed to consider 8(a), HUBZone WOSB or SDVOSB before a small business set aside if above \$150,000.



www.sba.gov

Seek Information

➤ www.sba.gov

- 8(a) BD and HUBZone applications & information
- WOSB and SDVOSB information
- Size standards
- SBA Government Contracting Classroom
 - <http://www.sba.gov/gcclassroom>
 - 30 min. online courses for government contracting procedures 8(a) BD, HUBZone, WOSB, and veterans contracting. Includes blogs and discussions boards.

www.sba.gov

More Information

- **SBA District Offices and Resource Partners**
 - Small Business Development Centers
 - SCORE
 - Women's Business Development Centers



www.sba.gov

SBDC Contracting Information

Roxanne K. Mutchler

Government Contracting Coordinator

NYSSBDC Procurement Assistance Center

Mohawk Valley Small Business Development Center

Toll Free: 877-789-BIDS

(315) 792-7547

Fax: 315-792-7554

- roxanne.mutchler@sunyit.edu
- www.sunyit.edu/sbdc

www.sba.gov

Seek Additional Assistance

➤ **Procurement Technical Assistance Center**

- A Department of Defense grant funded program administered by the Defense Logistics Agency.
- Services to assist selling to the government.
- www.dla.mil/SmallBusiness/Pages/ProcurementTechnicalAssistanceCenters.aspx



www.sba.gov

Contact Information

James Quackenbush

Business Opportunity Specialist

Syracuse District Office

224 Harrison Street – Suite 506

Syracuse, NY 13201

315-471-9393, x252

james.quackenbush@sba.gov

April 11, 2014

www.sba.gov